



WEARE PUBLIC LIBRARY
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BOARD OF TRUSTEES
Raymond J. Kelly, Chairman
Susan Morin, Treasurer
Lynn Hanna, Secretary

Christine Hague, Director

Weare Public Library Trustees Meeting **Amended**
September 7, 2006

Present: Ray Kelly, Lynn Hanna, Susan Morin: Trustees, Paul Marsh, Terri Wahnowsky:
Alternate Trustee, Christine Hague, Library Director, Helen Kurk, George Malette, Fred
Ventresco

Ray Kelly called the meeting to order at 6:40 p.m.

Minutes from August 3, 2006 were unanimously accepted.

Public Hearing:

Hearing opened at 6:35 p.m. Hanna motioned to accept gifts*, motion passed to accept
gifts. Hearing closed at 6:46. *(see attached gifts)

Treasury: Morin will inform us next month of the breakdown in the checking accounts.

Old Business:

Windows:

Helen Kurk was present because Hague had emailed her asking about the replacement of
the windows in the library. Kurk mentioned the library was a town building and the town
is looking to replace the windows in the town office building and it only made sense to
her that the library and the selectmen work together with replacing windows.

Hague reported that the CIP has \$26,150 requested for replacement of the windows. The
town has found money to replace the windows in the town office building. The trustees
now need to decide if we will be a part of the town's plan or continue with the CIP plan.

George Malette spoke that the town had a building maintenance committee meeting and
decided to replace the windows in the town office. He was in charge of putting together
the specs for the town office building and he was presenting it to the selectmen at
Monday night's meeting.

Malette's recommendation to the trustees was to wait, not rush to get the specs in for the
library since what the trustees had for specs were not specific enough for Monday
selectmen's meeting. He also recommended that the trustees rethink their plan to replace
the windows and reconsider fixing the existing ones.

The trustees discussed replacing the windows verses fixing them. Malette offered to come and fix one window, the trustees discussed doing this.

The trustees will attend the Selectmen's meeting Monday night to inform the selectmen the trustees are not in a position to put the windows out to bid and there is still work to be done, but we would like to participate with the town if there is another way.

Hague requested to replace cranks in the children's room. According to Health and Human Services and The Department of Environmental Services because there is no HVAC in the children's room the windows should be open once a week and that is not happening because the cranks on the windows don't operate correctly.

The trustees unanimously agreed.

The trustees think the issue that the front door does not lock properly should be priority over the windows. The trustees would like to see the door fixed before the windows.

Fred Ventresco, the town administrator, discussed RFP's with the trustees. Morin asked if it was possible to put out the specific RFP for the town building windows and attach to it the library's open ended RFP and Ventresco said yes, he didn't see a problem with that.

Ventresco asked what the objective was for replacing the windows? Hague replied that for safety reasons; the ropes need replacing, the wood has dry rot, some are drafty, and some don't open or close.

Hague discussed the problem with the door not locking with Ventresco. Ventresco would like to look around for a general RFP to put together for the door and put it out to bid and/or put it in the paper. He will look for a template for the trustees to follow. Ventresco will also talk to Chip Meany regarding the town's RFP.

The trustees discussed once again the idea of getting the specs together of the windows for the selectmen's meeting Monday night and the trustees agreed that there was not enough time to put together a RFP properly so we will wait and see if there would be money left over after the town office windows are replaced to at least fix the front door.

New Business:

Hague mentioned that the budget deadline is December 1st so the trustees need to keep that in mind. Hague also mentioned that the trustees need to think about the Request for Leave policy, there are still questions about the policy. The trustees also need to think about staffing issues; hiring new staff vs. hiring new pages vs. hiring a new position to take some stress off others. Hague also mentioned that 2 ½ hours a week of cleaning is not enough and she would like to see a scheduled maintenance program.

The trustees adjourned at 9:00 p.m.

Next Regular Meeting: October 5, 2006 at 6:30 p.m.

Respectfully submitted,

Lynn Hanna

